

# ULLL Registration Screens

This document shows the various screens that you may see when you are registering your child or yourself in the League Athletics system. These screen shots are in the approximate, but not the exact order that you may see them.

Please note that you should put in your Email address and other information, not the information shown on the screen shots. Comments have been added for both new users who have never registered with ULLL and for existing users who have registered previously.

## Public/Private/Roster

The **Guardian Information Screen & Participant Information Screen** have several drop down boxes next to the address, phone number(s), and Email address fields with the selections Public, Private, & Roster. League Athletics describes each selection as follows:

- **Private**

This selection makes the entry available only to Administrators and Coaches with rights to view Member Information.

- **Roster**

This selection makes the entry available only to those members with access to team rosters via an Administration Password or Team/Manager Password. This is the default selection for all personal information.

- **Public**

This selection is primarily for Adult positions such as Coach, Manager or Board Members. This will make the entry available to all visitors to the website on pages such as "Contacts" and "Team Contacts"

Since we do not publish player rosters on our web site, it does not matter if you select **Private, Roster, or Public**. The only individuals who have direct access your information are ULLL board members and the manager & coaches for your child(s) team. Managers & coaches for other teams cannot see rosters for other teams.

ULLL does require that managers and coaches have their Email address and at least one phone number set to **Public** so that their contact information is available on the team web site.

## Login Screen

The first step in the registration process is to log in to the web site.



The image shows a 'Sign in' form with the following elements:

- Sign in** (Section header)
- Email:** A text input field containing the email address `information@ulll.org`.
- Password:** A password input field with 10 black dots representing the password. Below the field, it says "(Case sensitive)".
- Sign in** (Submit button)
- [Click Here](#) for help. (Link)

### New Users & Existing Users who do not remember their password

1. Enter your Email address in the box labeled Email
2. Click on the Submit button.
3. In a few minutes, you should receive an Email with a link to change your password.

### Existing Users who remember their password

1. Enter your Email address in the box labeled Email & your password in the box labeled Password
2. Click on the Submit button.

## Guardian Information Screen

This screen is used to provide information about the parent/guardian who is registering the player.

### 2018 Spring Discount Registration

#### Guardian Information

First we'll need some basic information about you, the Parent/Guardian. Even if you're registering a child, we need to start with your information. You'll be able to enter the child next.



**Guardian Name \*** Firstname  MI  Last \*

**Address 1 \***  Public  ?

**Address 2**

**City / State / Zip \***

**Country \***  UNITED STATE

**Home Phone**  Public  ?

**Work Phone**  Public  ?

**Cell Phone \***  Public  ? **Carrier**

**Email Address \***  Public  ?

[Add us as a site sender](#)

**Do not email**

(if checked, you will not be included in *any* email sent from this site which may include reminders, game change notifications and other important or urgent messages)

**Password \***

**Repeat Password \***

**Rights**  Full Rights

**Type**  Guardian

(if you have ever been issued a unique identification number by your organization, enter below. if not, leave this field blank.)

**ID**

**Remind me of**  Games  Practices

(if checked, you will receive a reminder email the day before each event your teams are involved. Crayed options indicate that it is club policy that all members receive reminders for that event type)

I would like to add another parent/guardian

Submit >

- You must complete fields with the red asterisk (\*). NOTE: You can change your password while on this screen.
- Provide your cell phone number and your cell phone provider if you want to receive text messages


## Participant Information Screen

This screen is used to provide information about the player who is being registered. It is similar to the Guardian Information Screen, but there are some additional fields for Gender, Date of Birth, etc.

### 2018 Spring Discount Registration

**Participant Information**

Enter the child's information here.



**First Name \***   **Last \***

**Date of Birth \***  NOTE: this entry cannot be changed once the form is submit

**School Grade**  (number only, -1-110-K, 0-Kindergarten)  
enter school grade during the 2017-18 school year.

**Gender \***  Male  Female

**Address 1 \***   ?

**Address 2**

**City / State / Zip \***

**Country \***  ?

**Home Phone**   ?

**Work Phone**   ?

**Cell Phone**   ? **Carrier**

**Email Address**   ?  
[Add us as a safe sender](#)

**Do not email**  
(if checked, you will not be included in any email sent from this site which may include reminders, game change notifications and other important or urgent messages)

**Password**

**Repeat Password**

if you have ever been issued a unique identification number by your organization, enter below. if not, leave this field blank.

**ID**

**Remind me of**  Games  Practices  
(if checked, you will receive a reminder email the day before each event your teams are involved. crayed options indicate that it is club policy that all members receive reminders for that event type)

- You must complete fields with the red asterisk (\*).
- NOTE: The Date of Birth field cannot be changed once you have submitted it.
- NOTE: You do not need to fill out the School Grade field on this screen. We do not use it for our records as it cannot be changed once you have submitted it.

## Register Family Members Screen

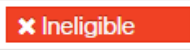
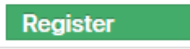
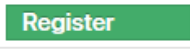

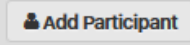

This screen provides information about the family members and their registration status for the “2018 Spring Discount Registration” program.

### Register Family Member

Options ▾

Click the green "Register" button to the left of a person's name to begin registration. Members with an "Ineligible" button do not meet qualification restrictions for this registration program. **Tip:** Click on someone's name to edit the person's personal information.

### 2018 Spring Discount Registration

Members	Type
 <a href="#">Firstname Lastname</a>	Parent
 <a href="#">Firstchild Lastname</a>	Participant
 <a href="#">Secondchild Lastname</a>	Participant
 <a href="#">Thirdchild Lastname</a>	Participant
 	

- To update information about yourself, click on your name to go to the *Guardian Information Screen*.
- To add a spouse or another adult, click on the **Add Adult** button to go to the *Guardian Information Screen*.
- To add a child, click on the **Add Child** button to go to the *Participant Information Screen*.
- To register a child in the registration program, click on the green **Eligible-Register** button to go to the *Supplemental Information Screen*.

## Supplemental Information Screen

This screen (only a portion is shown below) is provides information about the player for the current registration program (in this case *2018 Spring Discount Registration*).

### Supplemental Information

#### Secondchild Lastname 2018 Spring Discount Registration

#### ULLL 2018 SPRING DISCOUNT REGISTRATION

##### ULLL Notification

How were you notified of the ULLL registration program?

- ULLL Email
- School Flyer
- Newspaper Announcement
- Neighbor/Friend
- Other

##### Change in Address

**NOTE: If this is the first time you have registered any child with ULLL, please skip this question**

If you have moved to a new address since the last time you submitted a registration to ULLL for any child, please let us know. In some cases this may affect the area where your

- Please fill out all information.
- Items with a red asterisk (\*) are required fields.
- If prompted, you should provide the player's School Grade as we use this information for age verification.
- When you have filled out the fields, please click on the Submit Information button.

## Registration Review Screen

This screen appears after completing the **Supplemental Information Screen** so you can review your registration.

### ULLL / 2018 Spring Discount Registration

**HEADS UP!**


Registration may not be complete if you have an outstanding balance. Please follow the payment instructions below once you've reviewed your entries.


**THE COST FOR THIS PROGRAM IS \$137.50**

Your family's total amount outstanding for all registrations and purchases so far is **\$137.50**. This includes the following other charges:

2018 Spring Discount Registration:	\$137.50
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Please pay online in our secure payment center. If you have more participants to register, you may continue by clicking the button below or the link at the bottom of this page and later pay for them all using the "Pay Now" button after you've completed the last one.

 Add another player before paying

Pay Now 

Please keep checking our web site for additional information and schedules as we complete the registration program.

You can register additional children by going to the Home page starting the registration process again. When you get to the page listing your account, click on the Add Child button and proceed as you did before.

ULLL Board

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**The information you've provided is as follows:**

Name:	Secondchild Lastname
Address:	13122 Lutheran Ch Rd Lovettsville, VA 20180
Cell Phone:	
Email Address:	
Birthday:	09/01/2012

[EDIT](#)

HowNotified:	SchoolFlyer
Address1:	
Agreement-Code of Conduct:	Agree
Agreement - Parent:	Agree
Agreement_Refund_Policy:	Checked

[EDIT](#)

- Click on the **Add another player before paying** button if you need to register additional players
- Click on the **Pay Now** button to proceed to the **Payment Information Screen** where you will submit your payment.

## Payment Information Screen

This screen is used to submit your payment to ULLL. We can accept online payments by a credit card or by most debit cards that can be used as a credit card.

Upper Loudoun Little League  
Purcellville, VA |

Qty.	Description	Unit \$	Total
1	Secondchild Lastname - 2018 Spring Discount Registration	\$137.50	\$137.50
Subtotal:			\$137.50
Applicable VA Sales Tax:			\$0.00
Total to Charge:			\$137.50

**Billing Information**

Name\*  
Firstname Lastname

Address\*  
13122 Lutheran Ch Rd

City\* ST\* Postal\*  
Lovettsville VA 20180

Country\*  
UNITED STATES


Phone\* Email\*  
540-822-5117 lvhs74@gmail.com

**Payment Information**

Payment type\*  
Select

Credit card number\*  
[Input Field]

Month\* Year\* CVV Code\*  
Mo Year [Input Field]

I'm not a robot  reCAPTCHA  
Privacy - Terms

Submit Payment Cancel

Note: After submitting this form, you will be directed to an order confirmation page which you can print for

- Please verify that the URL for the web site begins with **https://** to verify that you have a secure connection before proceeding with payment
- The billing address information **must** match the billing address for your credit card.
- The items section will list the names of the players registered and costs
- The payment information section is where you provide your credit card information. Your CVV code is the (normally) 3 digit code on the back of your card.
- When your payment is submitted you will receive a confirmation message at the Email address shown in the billing address information.